

Public Works Department (Storm Water)

Job Descriptions

JOB TITLE: Division Director of Public Services

GENERAL STATEMENT OF JOB

Responsible for all personnel within a public works department including, but not limited to day-to-day maintenance of the City's infrastructure services such as sewer maintenance and facility operation, sanitation, street maintenance, city storm and sanitary sewer operations, and emergency response for snow and ice, flood, severe weather mitigation.

JOB TITLE: Storm water Program Coordinator

GENERAL STATEMENT OF JOB

Under general supervision, responsible for technical work involving coordination of compliance with the United States Environmental Protection Agency (EPA) National Pollutant Discharge Elimination System (NPDES) MS4 Program. Requires independent judgment and initiative in developing methods and solutions to work problems. Reports to the Division Director of Public Services.

JOB TITLE: Public Services Supervisor

GENERAL STATEMENT OF JOB

Under general supervision and direction, plans, directs and supervises the personnel of the Street / Storm water Section, including the maintenance, repair, construction and inspection of City Street / Storm water infrastructure. Ensures compliance with all applicable policies, procedures, laws and regulations. Performs related administrative work as required. Reports to the Division Director of Public Services.

JOB TITLE: Public Services Foreman

GENERAL STATEMENT OF JOB

Under general supervision, directs, coordinates, and supervises routine to moderately complex repair, maintenance, and construction activities in the maintenance of City roadway and storm

water infrastructure. Assists the crews in the completion of projects. Reports to the Public Services Supervisor.

JOB TITLE: Public Services Maintenance Service Worker III

GENERAL STATEMENT OF JOB

Under general supervision, advanced technical work in connection with construction, fabrication, installation, maintenance, removal and repair of traffic signage and other related traffic devices. Provides leadership and limited supervision of assigned Public Service Workers. Performs related work as required. Reports to the Public Services Supervisor or Public Services Foreman.

JOB TITLE: Public Service Maintenance Worker II

GENERAL STATEMENT OF JOB

Under general supervision, completes moderate to complex tasks operating heavy equipment and trucks in the installation, maintenance and repair of streets/ storm water infrastructure and rights-of-ways. Directs and trains other crew members. Performs related work as directed. Reports to the Public Services Supervisor or Public Services Foreman.

JOB TITLE: Public Service Worker I Public Works and Utilities Department

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of duties in the installation, maintenance and repair of City streets I storm water systems. Performs related work as directed. Reports to the Public Services Supervisor or Public Services Foreman.

JOB TITLE: Public Services Administrative Coordinator

GENERAL STATEMENT OF JOB

Under general supervision, uses independent judgment to provide complex administrative, technical, confidential and secretarial support to the Public Services Division to ensure effective and efficient office operations in a multitasking environment. Performs related work as directed. Duties are often performed under steady pressure with frequent interruptions and a high degree of contact by phone and/or in person. Reports to the Public Services Division Director